



# **JOB DESCRIPTIONS**

## ***36B1O Level***

FINANCIAL MANAGEMENT CLERKS/TECHNICIANS RECEIVE AND POST FUNDING, COMMITMENT AND OBLIGATIONS DOCUMENTS TO ACCOUNTING AND BUDGET SYSTEMS. RECEIVE AND PROCESS TREASURY CHECKS FOR PAYMENT. MAINTAIN DISBURSING FILES AND PREPARE PERIODIC FINANCIAL REPORTS. RECEIVE, REVIEW, PREPARE AND COMPUTE TRAVEL VOUCHERS. RECEIVE, REVIEW, AND PROCESS PAY DOCUMENTS. RECEIVE AND REVIEW CONTRACTS, INVOICES, AND RECEIVING REPORTS. PREPARE PAYMENT VOUCHERS IN ACCORDANCE WITH VARIOUS GOVERNMENT REGULATIONS. AS A PRIVATE TO PRIVATE FIRST CLASS JOB TITLES ARE CASHIER, BUDGET CLERK, DISBURSING CLERK OR PAY CLERK. AS A SPECIALIST OR CORPORAL JOB TITLES ARE BUDGET TECHNICIAN, DISBURSING TECHNICIAN OR PAY TECHNICIAN.

